

# EMPLOYER HANDBOOK

## COOPERATIVE EDUCATION

*Learning Through Internship Experiences*

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**Cooperative Education is Offered in These Areas**  
**(back cover)**

*Hire a cooperative education student and see how they contribute to your company's success while they gain valuable work experience.*



**Cooperative Education Department**  
**Lane Community College**  
**4000 E. 30th, Eugene, OR 97405**  
**541.463.5203**

Lane Community College is committed to equal opportunity, affirmative action, cultural diversity, and compliance with the Americans with Disabilities Act. The college prohibits discrimination in admissions, employment, and access to college programs, activities and services.

# YOUR STAFFING RESOURCE COOPERATIVE EDUCATION AT LANE

Solve your employment needs with well trained and motivated students. Since 1970 over 6,500 local employers have benefited from hiring students through Lane Community College's Cooperative Education program (co-op). With more than 75 professional technical/liberal arts programs, students are well prepared to be productive members of your staff in a wide variety of roles. You have access to both part-time and full-time student employees who work in positions related to their career or major.

Co-op students are passionate about their fields and ready for real-world experience. The bottom line is that Lane co-op students will bring with them enthusiasm, intelligence, maturity, and the desire to succeed in whatever they do, and that's the kind of employee everyone needs.

Co-op offers employers mature, hard-working students willing to learn and devote time and skill to your company. This integration of the classroom and the community is the essence of co-op, a program of structured work experience that enhances student learning while providing trained employees to business, industry, government, and non-profit organizations.

For students, Cooperative Education offers an opportunity to put their talents to good use while also earning college credit toward their degrees. Students gain skills, learn about their chosen career path, and develop their professional contacts.

There are more than 30 Cooperative Education faculty who specialize in different academic/program areas. You will work directly with the faculty coordinator responsible for the type of student you'd like to hire. That Coordinator will take time to understand your needs and then send you qualified individuals. Once a student begins work, the Cooperative Education Coordinator maintains contact with you and the student, visits informally, and determines the student's grade at the end of the term.

The Cooperative Education program at Lane is a proven educational partnership between Lane and local businesses/community organizations. Well over two thirds of co-op employers continue to utilize co-op students term after term. And, close to 60 percent of Co-op employers offer regular employment to their Co-op students upon completion of their internships.

The Cooperative Education Program offers:

- An excellent source of capable and qualified workers who love what they do
- A cost-effective method of evaluating potential employees before the hiring decision
- An efficient way to bring in new talent for temporary needs
- An opportunity to be involved in the educational process which contributes to both your profession and the community

# CO-OP STUDENTS CONTRIBUTE TO YOUR BUSINESS SUCCESS

Accounting Clerk

Administrative Assistant

Aerobics Instructor

Auto Mechanic

Aviation Maintenance

Baker

Bank Teller

Biological Aide

Caseworker Assistant

Chemical Dependency Counselor

CNC Operator

Computer Network Technician

Computer Programmer

Construction Worker

Copy Writer

Counselor Aide

Customer Service Representative

Dental Assistant

Dental Hygienist

Diesel Mechanic

Drafter

Electronics Technician

Energy Management Technician

Engineering Assistant

Environmental Technician

Food Services

Full-cycle Bookkeeper

General Office Clerk

Graphic Designer

Hotel Representative

Insurance Clerk

Lab Assistant

Machinist

Medical Office Assistant

Newsletter Editor

Nursing Aide

Office Assistant

Paralegal Assistant

Personnel Assistant

Physical Therapy Assistant

Political Campaign Assistant

Preschool Teaching Assistant

Property Manager

Public Relations Coordinator

Real Estate/Escrow Assistant

Recreation Assistant

Research Assistant

Residential Group Worker

Resource Library Assistant

Respiratory Therapy Aide

Restaurant Manager

Retail Clerk

Sales Representative

Secretary

Security Officer

Speech Writer

Sports Coach

Teacher's Aide

Technical Writer

Television Production

Tool & Die Maker

Travel Agent

Veterinarian Assistant

Video Production

Web Site Designer

Welder

**And more!!**



# HOW TO HIRE A COOPERATIVE EDUCATION STUDENT

Finding a qualified Cooperative Education student to fill your opening is a simple process. Here are the steps:

- Call the Co-op Ed office and you'll be connected to the Cooperative Education Coordinator who works directly with the type of skilled student you would like to hire. If you already know the name and phone number of the Coordinator, you may call them directly.
- Develop a brief job description and wage range (for paid internships). The Cooperative Education Coordinator can assist you with this process.
- Interview student applicants. The Cooperative Education Coordinator will identify qualified applicants and help to arrange interviews. The Coordinator can also provide information about each student's skills and academic record.
- Select and hire the Co-op student.

Once you've selected a student . . .

- Sign the Cooperative Education Agreement form, a simple one-page document (sample on page X). A new agreement form must be completed for each term the student is working at a Co-op job and earning college credit.
- Begin with an orientation, emphasizing safety as well as other relevant company policies and procedures (an Orientation Checklist is on page 7).
- Provide a work experience that relates to the student's educational studies and career goals.
- Meet with the student's Cooperative Education Coordinator during the work term at your work site to assess the student's progress.
- Complete a short evaluation of the student's work at the end of each term, which is used to help determine the student's term grade (sample of Supervisor Evaluation of Student Form on page 9).

*The Automotive Technology and Cooperative Education Programs work together at Lane to provide students with important direct learning experiences.*





# HIRING GUIDELINES AND INFORMATION

Co-op student employees are subject to the same rules and regulations as your other employees. The student should be advised at the beginning of the work experience of all policies governing employment conditions, hours of work, safety practices and procedures and supervisor expectations (see Orientation Checklist on page 7). Cooperative Education refers qualified co-op students at no cost to businesses and community organizations.

## Student Wages

Cooperative Education endorses employment compensation for our students. Fair wages help students make a significant contribution to their own education. A student's wages generally reflect his/her skill level, the complexity of the co-op job, prevailing wages for the type of position, and applicable federal, state and local laws. In some cases, special arrangements can be made to reimburse the student for co-op course expenses such as tuition, college fees, transportation and equipment costs (also known as a stipend) in lieu of wages.

For a variety of reasons, some students prefer to work in a non-paid capacity. Non-paid students should be provided the same learning opportunities as paid students.

## Workers Compensation Insurance

When a student is hired for wages you, the employer, provide workers compensation insurance as you would for any other employee. For students working in non-paid positions, Lane Community College provides workers compensation through SAIF under most circumstances and will cover work-related injury only.

## Safety

Safety in the workplace is of the utmost importance. As you would for any other employee, work done by co-op students must comply with all state and federal employment, health and safety regulations. Ensure that your work site complies with all OSHA regulations.

## General Liability

Co-op students have general liability coverage under the Lane Community College insurance policy.

## Student Work Schedule

Typically students work between 10 and 25 hours a week at their co-op positions while also attending classes. Some students prefer to work full-time one term and then return to school full-time the next term on a rotation basis. Summer term is usually the most flexible term for students who often work full-time at co-op jobs. During the recruitment process, the Cooperative Education Coordinators do their best to match students to your work schedule expectations. We encourage you to be as flexible as possible to accommodate a student's classes.

## Problem Solving

If any difficulties or concerns arise regarding a student's employment, immediately contact the Co-op Coordinator who will work with you to resolve the issue.

*Typically Cooperative Education students  
work between 10 and 25 hours a week  
while also attending classes at Lane.*



# ROLES AND RESPONSIBILITIES

## Employer/Supervisor

*The primary role of the employer/supervisor is to provide an environment in which learning can take place and to:*

- Orient the student to the work place with emphasis on Safety policies & procedures
- Provide work experiences that relate to the student's educational studies and career goals
- Offer on-going feedback to the student about his or her performance on the job
- Maintain a safe, harassment and discrimination free work place
- Meet informally at the work site with the student and Cooperative Education Coordinator during the work term to assess the student's progress
- Complete a formal written evaluation of the student's work as part of the grading process (see sample Supervisor Evaluation of Student Form on page 9) at the end of each term

## Cooperative Education Coordinator

*The Co-op Coordinator, your link to Lane Community College, will:*

- Recruit qualified students
- Evaluate and assess student skills and abilities for co-op positions
- Screen student applicants to employer qualifications
- Facilitate contact between employer and student applicants
- Help prepare and process the Cooperative Education Agreement Form
- Determine the number of credits a student can receive and the student's grade for the term

- Work with the student to develop measurable learning objectives
- Schedule on-site visits with you and the student during the work term
- Provide the formal student evaluation to be filled out by you or student's direct supervisor
- Work with students and supervisors to help resolve issues or concerns

## Student

*Students are expected to make the most of this learning opportunity and:*

- Abide by company policies and all safety procedures
- Arrive at agreed upon times and maintain regularly scheduled hours
- Work on assigned duties
- Arrange lateness and time off in advance
- Dress appropriately for their position
- Enroll in a Cooperative Education class and complete required college paperwork as well as class assignments

# FREQUENTLY ASKED QUESTIONS

## **What is the difference between Cooperative Education and Work Study?**

Cooperative Education is an academic program which provides credit for work experience that relates to the students' educational studies. Students enroll in and pay tuition/fees for Cooperative Education courses.

Work Study is a federal financial aid program that places students in jobs on-campus and in nonprofit off campus organizations.

## **Supervising a student takes time. How can I fit it into my schedule?**

The majority of co-op students are returning to Lane for specific career training or to upgrade current skills. They are mature, focused individuals who possess employment background therefore requiring minimal orientation and training.

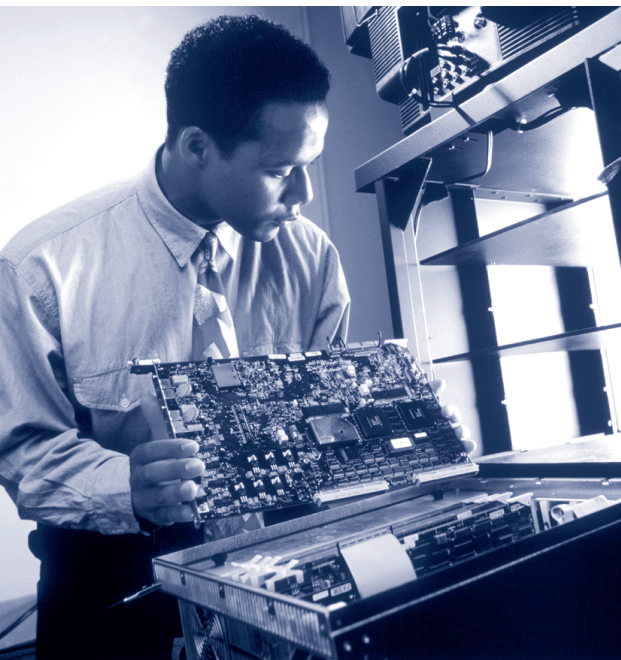
## **What is my obligation to hire a student at the end of the work experience?**

When you hire a co-op student it is for one term at a time, usually coinciding with the beginning and ending of a school term. At the conclusion of a term, you have the choice to retain the co-op student or have the placement end. Historically, 60 to 70% of co-op employers are so pleased with the quality of Lane co-op students that they are asked to continue their employment.

## **More questions???**

CALL THE CO-OP ED OFFICE! 541.463.5203

*Cooperative Education students are well prepared to perform the duties you assign and learn new ones.*





# NEW STUDENT ORIENTATION

## HERE'S A CHECKLIST:

*Taking the time to orient the co-op students to their new work environment will help create a sense of belonging, and minimize misunderstandings of tasks and policies. Review the following with your co-op student within the first week:*

### Business Operations

- Business's products/services
- Who are the consumers
- Goals, mission statement, philosophy
- Business's products/services
- How co-op student's role contributes to operations
- Roles of other employees
- Provide directory with names and extension lines

### Administrative Policies

- Confidentiality policies
- Business hours, break, and lunch times
- Overtime hours
- Staff meetings
- Alert key personnel that co-op students are in dual roles as learner and employee
- Encourage regular employees to share their expertise; incorporate a "buddy system" if possible
- Assign a regular employee as student's mentor during early stages of employment
- Clerical staff support—who does what
- Resource binder with employees' names, extensions, routine information, organizational structure
- Information on parking, restrooms, criteria, supplies, meeting rooms, etc.

### Performance Expectations

- Provide written job description
- Define expectations of job and related tasks
- Provide frequent, informal feedback
- Clearly identify inconsistencies of performance, make suggestions for improvement
- Conduct an informal mid-term review
- Conduct a final performance review before Co-op student leaves his/her assignment

### Safety

- Provide written copies of all company safety policies and procedures
- Show all safety-related locations, equipment and procedures such as emergency exits, evacuation routes, location and usage of eye/ear/hand protection equipment/guards, first aid materials, eye-wash stations, tag-out/lock-out systems, proper lifting, procedures for dealing with blood borne pathogens, and any other safety processes related to your business and industry.



# Cooperative Education Supervisor Evaluation of Student form

 Lane  
Community College  
4000 East 30th Avenue  
Eugene, OR 97405-0640  
(541) 463-5203  
Fax: (541) 463-4168

## COOPERATIVE EDUCATION AGREEMENT

PRESS FIRMLY  
FOUR PART  
FORM

TERM: F ☐ W ☐ Sp ☐ Su ☐ Today's Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CRN \_\_\_\_\_

Student Name _____		Student L # _____		Major _____		Student Phone _____	
Student Mailing Address _____		City _____	State _____	Zip _____	E-mail _____		
has permission to register for & will receive _____ credits (_____ clock hours/_____ hours per week) upon successful completion of the work experience with:							
Name of Company or Agency _____		Supervisor at Work Site _____					
Address _____		City _____	State _____	Zip _____	Phone _____	Fax _____	
Description of learning experience (work assignments & duties) _____							
Weekly schedule: Su _____ - _____ Wage _____ per _____ Unpaid <input type="checkbox"/> Co-op <input type="checkbox"/> Special no _____							
M _____ - _____ Th _____ - _____		Workers compensation insurance paid _____					
Tu _____ - _____ F _____ - _____		Employer <input type="checkbox"/> No Coverage <input type="checkbox"/> Co-op* <input type="checkbox"/>					
W _____ - _____ Sa _____ - _____		Work Study <input type="checkbox"/> Co-op* <input type="checkbox"/>					

### Student

I agree to work as shown above to receive Co-op credit. ***I will keep the Co-op Coordinator informed of any change in my work status.*** I understand that most LCC two semester programs allow a maximum of 18 Co-op credits toward graduation. Individual department requirements may vary.

In compliance with the Federal Family Education Rights and Privacy Act of 1974, I authorize release of school records and other records maintained by the Cooperative Education Office and Personnel in connection with the Cooperative Education program. It is understood that such information will be discussed only with LCC faculty and/or a potential employer. It is understood that such information will be discussed with the LCC faculty and/or potential work experience employer who will agree not to release the information to any third party.

***\*If an injury occurs while on the job, student covered by the college must complete a college SAIF form and return it to the Cooperative Education Department within 30 days.***

### Unemployment

Under certain circumstances, a student may be placed in a Co-op position that has a beginning and ending work period. Students may be denied unemployment benefits. Students are not eligible for unemployment benefits.

### Employer

I will employ the student as described in accordance with company rules and regulations. Although this is not intended to be a binding employment agreement, any difficulty should arise I will contact the coordinator and try to resolve the issues. It is my responsibility to comply with all state and federal employment, health, and safety regulations. I agree to maintain a safe work environment free from discrimination and harassment on the grounds of age, handicap, disability, national origin, marital status, race, religion, or sex. I agree that I will not release school records and work experience information to any third party without the express written consent of the student.

### Lane Community College

A Cooperative Education Coordinator, as a representative of the College, will visit the employer as appropriate and assist the employer in solving any problems relating to the student's work experience. The Cooperative Education Coordinator will also assist the employer in planning meaningful experiences for the student. Co-op students have general liability coverage under the Lane Community College insurance policy. If the student is participating in a non-paid work experience, LCC may provide Workers Compensation Insurance coverage for work-related injury only. Students will be accepted into this program without regard to age, handicap, disability, national origin, race, marital status, parental status, religion or sex. LCC is an equal opportunity/affirmative action institution.

### Routing

All parties must sign the top copy (white) of this form (press firmly) and the **entire** form returned to the Co-op Coordinator.

Employer or Work Site Supervisor _____	Date _____	Cooperative Education Coordinator _____	Date _____	Student _____	Date _____
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# Cooperative Education Supervisor Evaluation of Student form



4000 East 30th Avenue  
Eugene, OR 97405-0640  
(541) 463-5203  
Fax: (541) 463-4168

## COOPERATIVE EDUCATION SUPERVISOR EVALUATION OF STUDENT

TERM: F ☐ W ☐ Sp ☐ Su ☐ Today's Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Return by:	Return to:
------------	------------

CRN

Student Name \_\_\_\_\_ Student L # \_\_\_\_\_ Major \_\_\_\_\_ Student Phone \_\_\_\_\_  
Student Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Student Email \_\_\_\_\_  
has permission to register for & will receive \_\_\_\_\_ credits (\_\_\_\_\_ clock hours/\_\_\_\_\_ hours per week) upon successful completion of the work experience with:

Name of Company or Agency \_\_\_\_\_ Supervisor at Work Site \_\_\_\_\_ Agency Email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Description of learning experience (work assignments & duties) \_\_\_\_\_

Weekly schedule: Su \_\_\_\_\_ - \_\_\_\_\_ Wage \_\_\_\_\_ per \_\_\_\_\_ Unpaid ☐ Co-ordinator: \_\_\_\_\_  
M \_\_\_\_\_ - \_\_\_\_\_ Th \_\_\_\_\_ - \_\_\_\_\_  
Tu \_\_\_\_\_ - \_\_\_\_\_ F \_\_\_\_\_ - \_\_\_\_\_ Workers compensation insurance paid by: \_\_\_\_\_  
W \_\_\_\_\_ - \_\_\_\_\_ Sa \_\_\_\_\_ - \_\_\_\_\_ Employer ☐ No Coverage ☐  
Work Study ☐ Co-op\* ☐

KEY: 5 = OUTSTANDING 4 = VERY GOOD 3 = AVERAGE 2 = MARGINAL 1 = UNSATISFACTORY N/A = NOT APPLICABLE													
5	4	3	2	1	N/A	<b>Quality of Work</b>	5	4	3	2	1	N/A	<b>Communication Skills</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Produces acceptable work, is accurate and thorough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accepts and responds appropriately to feedback and suggestions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates progress in developing job specific skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates ability to communicate effectively with co-workers, supervisors, managers, and clients
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performs duties in a timely and professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Works well with co-workers; contributes to team effort
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Looks for ways to improve, shows initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understands and follows instructions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Readily identifies problems and makes corrections and/or finds solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respects and works effectively with diverse people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deals with routine tasks efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	4	3	2	1	N/A	<b>Professionalism/Work Ethic</b>	<b>Overall Performance</b>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manages time in an effective and appropriate manner	<input type="checkbox"/> OUTSTANDING						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consistently follows directions on tasks	<input type="checkbox"/> VERY GOOD						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performs effectively and efficiently	<input type="checkbox"/> AVERAGE						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates appropriate verbal, writing and information skills	<input type="checkbox"/> MARGINAL						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uses technology competently and appropriately	<input type="checkbox"/> UNSATISFACTORY						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attends regularly, is on time and arranges lateness/time off in advance							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dress and grooming appropriate for the job							

Strengths: \_\_\_\_\_

Areas for improvement: \_\_\_\_\_

Please list specific skills this student has learned in this work site: \_\_\_\_\_

Additional comments (may use back or additional pages): \_\_\_\_\_

Has this student learned and demonstrated appropriate skills to be competitive for future employment in this field? ☐ Yes ☐ No

Has this report been discussed with the student? ☐ Yes ☐ No

Immediate Supervisor

Date

# COOPERATIVE EDUCATION OFFERED

## Accounting

- Accounting Clerk
- Bookkeeper
- Payroll Clerk

## Administrative Office Professional

- Legal Office Skills
- Office Software Specialist
- Small Business Ownership

## Aerobics Instructor

## Agricultural and Industrial Equipment

## Advertising

## Auto Body and Fender

## Automotive

## Aviation Maintenance

## Avionics

## Coaching

## Computers

- Applications Specialist
- Network Operations
- Programming
- Simulation and Game Development

## Construction Technology

## Criminal Justice

## Culinary

- Baking and Pastry
- Food Preparation and Production

## Dental Assistant

## Dental Hygiene

## Dietary Manager

## Diesel Technology

## Drafting

## Early Childhood Education

## Education

## Electronics Technician

## Emergency Medical Technology (EMT)

## Energy Management Technician

## Engineering

## Ethnic Studies

## Fabrication Technology

## Fitness Specialists

## Flight Technology

## Foreign Languages,

- French
- Spanish

## GIS

## Graphic Design

## Health Records Technology

- Medical Coding
- Medical Transcriptionist

## Hospitality Management

- Food Service Management
- Restaurant Ownership

## Human Services

## Journalism/Newsriting

## Juvenile Corrections

## Landscaping

## Manufacturing Technology

- Computer Numerical Control
- Manufacturing Technician

## Mathematics

## Medical Office Assistant and Transcription

## Multimedia Design and Production

## Nursing

## Office Administration

- Office Assistant
- Administrative Assistant
- Secretary
- Legal Secretary

## Performing Arts

- Dance
- Music
- Set Design
- Theater Acting

## Photography

## Publication Design and Production

## Recreation, Fitness Education

## Political Science, Pre-Law

## Psychology

## Respiratory Care

## Sociology

## Social Science

- Anthropology
- History
- Geography

## Science

- Biology
- Chemistry
- Physics
- Pre-Veterinarian
- Pre-Medical

## Sustainability Coordinator

## Water Conservation Technician

## Welding

## Writing (English)

**A variety of additional opportunities are provided through the Occupational Skills program.**



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